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**Tasking Memorandum No. 98-208**

**Memorandum For** Cdrs DCMDs and CAOs, DCMC-B, DCMC-O, DCMC-P, DCMC-AA, DCMC-AC, and DCMC-AS

**Subject:** Submission of and Procedural Guidance for the Fiscal Year 1998 Annual Statement of Assurance (TASKING)

**Date:** JUL 8 1998

**Suspense Date:** July 31- CAOS

August 31 – DCMDs, DCMC-AA, DCMC-AC, and DCMC-AS

September 15 – DCMC-B, DCMC-O, and DCMC-P

**Target Audience:** Commanders, Directors, Executive Directors, and Management Control Program Managers/POCs

**Tasking:**

- In order for the DCMC Commander to meet Department of Defense (DoD) and Defense Logistics Agency (DLA) reporting deadlines, you must submit your Statement by the above suspense dates.
- Statements from CAO Commanders will be addressed to your District Commander, and sent to the District Management Control Program Manager.
- Statements from Executive Council members will be addressed to the Commander, DCMC and sent to the DCMC Management Control Program Manager.

**Requirement(s):**

- One Book policy (6.4.1) directs that the subject Statement be provided.
- . Your input will provide a major source of information as the DCMC Executive Team evaluates possible material weakness for the DCMC Commander's Statement and finalizes Performance Plan goals and objectives for FY 1999.

**References:**

- One Book 6.4.1, The Management Control and Assessment Process.
- Memorandum dated November 26, 1997, Subject: The Defense Contract Management Command Fiscal Year 1997 Annual Statement of Assurance and the Commander's Areas of Management Focus for Fiscal Year 1998.

**New Information/Guidance/Tools:**

- Attachment 1 indicates Statement reporting responsibilities regarding DCMC Centers.
- Attachment 2 provides format for the Statement Summary Fact Sheet that must accompany District and Headquarters Statements.
- . Attachment 3 provides format for the Statement. One Book policy (6.4.1) describes the foundation and level of assurance upon which the subject Statement will be based.
- . Attachment 4 provides instruction for reporting Areas of Concerns. In addition to any material weakness you may disclose, you are asked to identify, in an attachment to your Statement, areas of concern where trend(s) may materially impact the quality of the accomplishment or management of your mission and resources in the future.
- Attachment 5 provides the format for reporting a summary of your accomplishments on the DCMC FY98 Areas of Management Focus. The November 26, 1997

Memorandum (referenced above) instructed you to consider the Commander's Areas of Management Focus for Fiscal Year 1998 in the planning of your self-assessment and management review activities, and report the results of your effort as an attachment in this year's Statement.

. For FY99, focus and concern areas will be incorporated into the Performance Plan and tracked through Monthly Reviews.

. Attachment 6 provides a list of the Headquarters and District Management Control Program Managers.

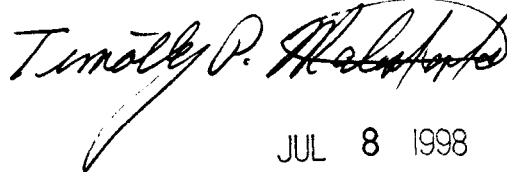
**Point of Contact for Further Information:**

The Performance Assessment Team (DCMC-BC),

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**Signature:** TIMOTHY P. MALISHENKO, Major General, USAF, Commander

A handwritten signature in black ink, appearing to read "Timothy P. Malishenko". The signature is fluid and cursive, with a large, sweeping flourish at the end.

JUL 8 1998